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NATIONAL ENDOWMENT FOR THE ARTS

D831-B-18

Literature Fellowships

- Creative Writing Fellowships
- Translation Projects

Application Guidelines

2004 and 2005

SA 2003-01403

OMB No. 3135-0112
Expires 02/28/05

Application Calendar

CATEGORY	APPLICATION POSTMARK (OR OTHER PROOF OF MAILING) DEADLINE	EARLIEST ANNOUNCEMENT OF GRANT AWARD OR REJECTION	EARLIEST BEGINNING DATE FOR ENDOWMENT PERIOD OF SUPPORT
Creative Writing Fellowships			
Fiction and Creative Nonfiction (FY 2004)	March 3, 2003	December 2003	January 1, 2004
Poetry (FY 2005)	March 1, 2004	December 2004	January 1, 2005
Translation Projects			
Prose (FY 2004)	February 3, 2003	October 2003	November 1, 2003
Poetry (FY 2005)	February 2, 2004	October 2004	November 1, 2004

Late applications and applications that are determined to be incomplete will be rejected. We strongly recommend that you send material "return receipt requested." **Without proof of mailing from the delivery service, the Arts Endowment will not accept applications that are delayed or lost in the mail.**

The Arts Endowment will not accept any application material by electronic transmission (e.g., FAX or e-mail) unless requested by Arts Endowment staff.

Please do not seek information on the status of your application before the announcement date that is listed above.

IF YOU HAVE QUESTIONS:

Write:
Literature Fellowships
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001

Visit:
Our Web site at www.arts.gov to download these guidelines and for further information about the agency and funding opportunities.

Call:
202/682-5034

202/682-5496 Voice/T.T. (Text-Telephone, a device for individuals who are deaf or hard-of-hearing)

Individuals who do not use conventional print may access these guidelines on the Web site or contact the Arts Endowment's Office for AccessAbility at 202/682-5532 for help in acquiring an audio recording of these guidelines.

Applicants should be aware that the delivery of First-Class and Priority mail to the Arts Endowment has been delayed. See page 6 for further information.

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The National Endowment for the Arts provides national recognition and support to significant projects of artistic excellence, thus preserving and enhancing our nation's diverse cultural heritage. The Endowment was established by Congress in 1965 as an independent agency of the federal government. Since then, it has awarded more than 119,000 grants to arts organizations and artists in all fifty states and the six U.S. jurisdictions. This public investment in the nation's cultural life has resulted in both new and classic works of art reaching every corner of America.

VISION

A nation in which artistic excellence is celebrated, supported, and available to all.

MISSION

The National Endowment for the Arts enriches our nation and its diverse cultural heritage by supporting works of artistic excellence, advancing learning in the arts, and strengthening the arts in communities throughout the country.

GOALS

Through its grants programs and leadership initiatives, the Arts Endowment will:

- Encourage and support artistic creativity and preserve our diverse cultural heritage.
- Advance learning in the arts.
- Make the arts more widely available in communities throughout the country.
- Develop and maintain partnerships that advance the mission of the National Endowment for the Arts.

Through fellowships to published creative writers and translators of exceptional talent in the areas of **prose** and **poetry,** the Arts Endowment advances its goal of encouraging and supporting artistic creativity and preserving our diverse cultural heritage by expanding opportunities for artists to create and refine work. This program operates on a two-year cycle with fellowships in prose available one year and fellowships in poetry available the next.

These guidelines cover two fiscal years. Grants are available as follows:

- **For Fiscal Year 2004:**
  - Fellowships for Creative Writers: Fiction and Creative Nonfiction (March 3, 2003 deadline)
  - Translation Projects in Prose (February 3, 2003 deadline)
- **For Fiscal Year 2005:**
  - Fellowships for Creative Writers: Poetry (March 1, 2004 deadline)
  - Translation Projects in Poetry (February 2, 2004 deadline)

Individuals may apply only once each year.

Competition for fellowships is extremely rigorous. Potential applicants should consider carefully whether their work will be competitive at the national level.

We Do Not Fund

- Individuals who previously have received *two or more* Creative Writing or Translation Fellowships from the National Endowment for the Arts.
- Individuals who have received *any* Creative Writing or Translation Fellowship from the National Endowment for the Arts within the ten years prior to the application deadline.
- News reporting.
- Scholarly writing. (Writers who are engaged in scholarly work should contact the National Endowment for the Humanities.)
- Vanity publication or self-publication.
- Work toward academic degrees.

Literature Fellowships

Fellowships for Creative Writers

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Creative Writing Fellowships Calendar

Application Postmark (or Other Proof of Mailing) Deadline

Fiction and Creative Nonfiction (FY 2004): March 3, 2003
Poetry (FY 2005): March 1, 2004

Notification

Fiction and Creative Nonfiction (FY 2004): December 2003
Poetry (FY 2005): December 2004

Earliest Beginning Date for Endowment Support

Fiction and Creative Nonfiction (FY 2004): January 1, 2004
Poetry (FY 2005): January 1, 2005

Notice concerning delivery of First-Class mail

The delivery of First-Class mail to the Arts Endowment has been delayed since mid-October 2001, and delays are expected to continue for the foreseeable future. Until normal mail service resumes, please consider using alternative delivery services, particularly if you are sending time-sensitive material.

We apologize for any inconvenience this may cause. Please contact us if you have questions.

The Arts Endowment will not accept any application material by electronic transmission (e.g., FAX or e-mail) unless requested by Arts Endowment staff.

Fellowships in **prose** (fiction and creative nonfiction) or **poetry** are available to published creative writers of exceptional talent. Fellowships enable recipients to set aside time for writing, research, travel, and general career advancement. (Translators should refer to "Translation Projects" on page 13.)

Eligibility

Creative writers who meet the publication requirements that are listed below are eligible to apply. Applicants must be citizens or permanent residents of the United States.

An individual may submit only one application per year. Multiple applications will be rejected. You may not apply for a Creative Writing Fellowship and a Translation Project in the same year.

You are not eligible to apply if you have received two or more Creative Writing or Translation Fellowships (in poetry, fiction, creative nonfiction, belles-lettres, or for translation) from the National Endowment for the Arts. In addition, you may not apply in Prose if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1994 (FY 1995). You may not apply in Poetry if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1995 (FY 1996).

Former grantees must have submitted acceptable Final Report packages by the due date(s) for all Arts Endowment grant(s) previously received.

You are eligible to apply in **Fiction** if, between January 1, 1996, and March 3, 2003, you have had published:

- At least five different short stories, works of short fiction, or excerpts from novels in two or more literary journals, anthologies, or publications which regularly include fiction as a portion of their format; *or*
- A volume of short fiction or a collection of short stories; *or*
- A novel or novella.

You are eligible to apply in **Creative Nonfiction** if, between January 1, 1996, and March 3, 2003, you have had published:

- At least five different creative essays (such as personal essays, memoirs, etc.) in two or more literary journals, anthologies, or publications; *or*
- A volume of creative nonfiction.

You are eligible to apply in **Poetry** if, between January 1, 1997, and March 1, 2004, you have had published:

- A volume of 48 or more pages of poetry; *or*
- Twenty or more different poems or pages of poetry in five or more literary journals, anthologies, or publications which regularly include poetry as a portion of their format. Up to 16 poems may be in a single volume of poetry of fewer than 48 pages. This volume, however, may count as only one of the required five places of publication.

Applicants for any fellowship category may use on-line publications to establish up to fifty percent of their eligibility, provided that such publications have competitive selection processes and stated editorial policies.

You must apply in a specific literary form (i.e., fiction, creative nonfiction, or poetry). You must establish your eligibility in the form in which you apply. No exceptions will be made to the eligibility requirements. **The following may not be used to establish eligibility:**

- Self-publication including work that has appeared in a publication for which you are the editor, publisher, or staff.
- Collaborative work.
- Scholarly writing.
- Instructional writing.

- Journalism.
- Book reviews.
- Editorials/letters to the editor.
- Interviews.
- Student publications and publications which primarily print work by persons who are affiliated with a particular academic institution.
- Vanity press publication. For the purposes of this category, a vanity press is defined as one that does any of the following: requires individual writers to pay for part or all of the publication costs; asks writers to buy or sell copies of the publication; publishes the work of anyone who subscribes to the publication or joins the organization through membership fees; publishes the work of anyone who buys an advertisement in the publication; or publishes work without competitive selection.

Review Criteria

In reviewing applications for creative writing fellowships, advisory panelists consider solely the **artistic excellence** and **artistic merit** of the work that is submitted. **The identity of the applicant is not known to the panelists.**

Grant Amount

Fellowships for Creative Writers are for $20,000.

Deadline and Announcement Dates

For FY 2004/Fiction & Creative Nonfiction

Applications will be accepted between January 2, 2003, and March 3, 2003. Do not send applications before January 2, 2003. Complete application packages must be postmarked no later than March 3, 2003. Do not expect notification of awards and rejections before late December 2003. The Endowment's support of a project may begin any time between January 1, 2004, and January 1, 2005, and extend for up to two years.

For FY 2005/Poetry

Applications will be accepted between January 2, 2004, and March 1, 2004. Do not send applications before January 2, 2004. Complete application packages must be postmarked no later than March 1, 2004. Do not expect notification of awards and rejections before late December 2004. The Endowment's support of a project may begin any time between January 1, 2005, and January 1, 2006, and extend for up to two years.

How to Apply

Please follow carefully the instructions below. It is each applicant's responsibility to make certain that his or her application package is complete and accurate. We are unable to contact you in case of omissions or inconsistencies in your submission.

All fellowship applicants must send the required material in one package to:

Application Processing
(Creative Writing Fellowships)
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001

Be sure to include a complete return address on your package.

Notice concerning delivery of First-Class mail

The delivery of First-Class mail to the Arts Endowment has been delayed since mid-October 2001, and delays are expected to continue for the foreseeable future. Until normal mail service resumes, please consider using alternative delivery services, particularly if you are sending time-sensitive material. We apologize for any inconvenience this may cause. Please contact us if you have questions.

Please submit material in the order and format that is noted below. **Your application package must include the required number of copies of each item** or your application will be incomplete. Late applications and applications that are determined to be incomplete will be rejected. Keep copies of everything that you send.

1. Application Acknowledgment Card and Application Checklist

Self-address and include as the first item in your application package the Application Acknowledgment Card which appears on the back cover of these guidelines. This card will be returned to you to acknowledge receipt of your application.

The guidelines on our Web site do not include the Application Acknowledgment Card. If you download guidelines, please self-address a postcard and include it with your application. The Endowment will complete the postcard and return it to you in lieu of an Application Acknowledgment Card.

Also complete the Application Checklist found on page 26 to make sure that all required material has been included in your package. This checklist is for your own use. You do not need to include it in your application package.

2. Application Form

Complete and submit the **original** (i.e., a set with original signatures) and **two copies** of the Individual Application Form which can be found on pages 22 and 24. Instructions for completing this form are on the form or on the pages opposite the form in this booklet. When you photocopy your two copies of the completed Application Form, be sure to copy only the form and not the instruction pages.

Application forms that can be filled out on a computer are available in the Literature Fellowships section of Apply for a Grant on our Web site at www.arts.gov. Application forms also may be reproduced on a computer, but they must be accurate replicas of the actual forms. Do not add pages. **All completed application forms must be mailed to the Arts Endowment in hard copy format as part of the application package.**

3. Manuscript Material

Your application package must include clearly reproduced copies of one of the following manuscript samples of work that you have written between January 1, 1996, and March 3, 2003 (for Fiction & Creative Nonfiction), or January 1, 1997, and March 1, 2004 (for Poetry), and for which you have sole artistic responsibility:

Fiction & Creative Nonfiction:

- **Nine copies** of a minimum of 20 to a maximum of 30 *typescript, double-spaced* pages of **short fiction, short stories,** or **creative nonfiction;** *or*
- **Nine copies** of a **novel excerpt** of a minimum of 20 to a maximum of 30 *typescript, double-spaced* pages.

Poetry:

- **Nine copies** of 10 *typescript, single-column* pages of **poetry,** with no more than one poem per page; *or* one long poem (or section of a long poem) not to exceed 10 *typescript, single-column* pages in length.

Please indicate clearly at the top of the first page of each manuscript sample the literary form of your submission (i.e., fiction, creative nonfiction, or poetry). **Your submission must be in the literary form in which you establish your eligibility.** Indicate whether the submission is complete in itself or an excerpt from a longer work (e.g., excerpt from a novel, long poem, or short story). Titles of stories, novels, or poems should appear at the top of every page.

In addition, include in your application package:

- **One copy** of an unnumbered cover page which lists the legal name and address of the applicant and the title(s) of the work(s)

that are submitted. **The applicant's name, initials, address, or other identifying marks must not appear on any other page of the material that is submitted.**

For the manuscript material, you may submit published work, unpublished work, or work in progress. Do not indicate whether or not the material has been published.

Manuscript material must be legible, clearly reproduced, and properly collated.

"Typescript" means material that has been produced by a typewriter or a "letter quality" printer. Clear photocopies of this typescript material are acceptable, but do not send onionskin copies. Photocopies from books or magazines will not be accepted. All paper should be 8-1/2" x 11"; do not use legal-sized paper. Use a 10 point or larger font. Number the pages of your manuscript consecutively in the upper right corner and staple each copy. Do not submit manuscripts in folders or binders. Do not crowd pages. Do not submit more than the maximum number of pages that are allowed; excess pages will be removed.

Copies of manuscripts cannot be returned. Be sure to keep a copy of what you send.

4. Proof of Eligibility

Your application package **must** include proof of your eligibility. For each publication listed in #10 "Summary of Publications" on the application form, send one clearly reproduced copy of each of the following:

a. Proof of publication (the title page or table of contents of the book or magazine). If a table of contents is used, highlight the page number on which your material begins.

b. Date of publication (the copyright page or other page with the publication date).

c. Proof of authorship (e.g., the front cover of a novel or a book of poems, the table of contents page, the first page of a story or poem).

Where applicable, highlight your name as it appears on any of the above.

These copies cannot be returned; do not send originals.

Important Information About Fellowships for Creative Writers

The following are answers to some of the most commonly asked questions about Fellowships for Creative Writers.

1. In order to apply, you must meet the eligibility requirements by the deadline date. Commitments for future publication do not fulfill the requirements. **No exceptions are made to the eligibility requirements.**
2. You are not eligible to apply if you have received two or more Creative Writing or Translation Fellowships from the National Endowment for the Arts at any time in the past. In addition, you may not apply for a FY 2004 fellowship in **Prose** if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1994 (FY 1995). You may not apply for a FY 2005 fellowship in **Poetry** if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1995 (FY 1996).
3. Only one application is eligible per year. You may not apply for a Creative Writing Fellowship and a Translation Project in the same year.
4. The manuscript submission must be in the literary form in which you establish your eligibility (i.e., fiction, creative nonfiction, or poetry). If you receive a fellowship, however, you will not be limited to writing in that form.
5. You may submit published work, unpublished work, or work in progress; all manuscript submissions, however, must be in typescript or clear photocopies of typescript. Photocopies from books or magazines will not be considered.

6. Manuscripts in languages other than English must be accompanied by nine copies of an English translation. The translation need not be done by the applicant. The application form must be submitted in English.
7. Absolutely no changes or additions in the manuscript will be accepted once it has been submitted.
8. Your work will be evaluated up to the maximum number of pages allowed. Excess pages will be removed.
9. Fiction and creative nonfiction applications are reviewed by an advisory panel primarily composed of prose writers, representing both fiction and creative nonfiction. Poetry applications are reviewed by an advisory panel primarily composed of poets.
10. Manuscripts are judged anonymously by the advisory panel. If your name, initials, or identifying marks other than the title appear anywhere other than the cover page, your application will be rejected.
11. The manuscript should be representative of your best recent work, published or unpublished. It must be work for which you have sole artistic responsibility. The artistic excellence and artistic merit of the work contained therein are the criteria on which your application will be judged. Choose your manuscript sample carefully.
12. Financial and other kinds of need, the body of past work, geographic location of the applicant, academic career, professional reputation, etcetera, are not criteria for receipt of a fellowship.
13. We cannot accept collaborative works or joint applications. Fellowships are individual grants.
14. The Internal Revenue Code provides that the full amount of a fellowship grant is taxable to its recipient. If you have any questions about your own income tax liability, you should contact the Internal Revenue Service or your tax counsel.

Please read these guidelines thoroughly before you start to prepare your application package. Failure to follow the guideline instructions or to send a complete application package, with all required material under one cover, will mean that your application will be rejected. We are unable to contact you in case of omissions or inconsistencies in your submission.

Literature Fellowships

Translation Projects

Translation Projects Calendar

Application Postmark (or Other Proof of Mailing) Deadline

Prose (FY 2004): February 3, 2003
Poetry (FY 2005): February 2, 2004

Notification

Prose (FY 2004): October 2003
Poetry (FY 2005): October 2004

Earliest Beginning Date for Endowment Support

Prose (FY 2004): November 1, 2003
Poetry (FY 2005): November 1, 2004

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We apologize for any inconvenience this may cause. Please contact us if you have questions.

The Arts Endowment will not accept any application material by electronic transmission (e.g., FAX or e-mail) unless requested by Arts Endowment staff.

Grants are available to published translators of literature for projects that involve the specific translation of **prose** (fiction, creative nonfiction, and drama) or **poetry** (including verse drama) from other languages into English.

We encourage translations of writers and of work which are insufficiently represented in English translation. All proposed projects must be for creative translations of published literary material into English. The work to be translated should be of interest for its literary excellence and value. Priority will be given to projects that involve work that has not yet been translated into English.

Eligibility

Individual translators who meet the publication requirements that are listed below are eligible to apply. Applicants must be citizens or permanent residents of the United States.

An individual may submit only one application per year. Multiple applications will be rejected. You may not apply for a Translation Project and a Creative Writing Fellowship in the same year.

You are not eligible to apply if you have received two or more Creative Writing or Translation Fellowships (in poetry, fiction, creative nonfiction, belles-lettres, or for translation) from the National Endowment for the Arts. In addition, you may not apply in Prose if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1994 (FY 1995). You may not apply in Poetry if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1995 (FY 1996).

Former grantees must have submitted acceptable Final Report packages by the due date(s) for all Arts Endowment grant(s) previously received.

You are eligible to apply if you, alone or in collaboration, have:

- Published a translation into English of a novel or a volume of 48 or more pages of fiction or poetry, or a book-length translation of a work of literary merit; *or*
- Published a total of 48 pages of translations of creative literature into English in literary magazines, anthologies, or books; *or*
- Translated into English at least one full-length play or verse drama that has been produced by a professional theater company.

This publication or production must have taken place between **January 1, 1988,** and **February 3, 2003,** for ***Prose*** applicants, and between **January 1, 1989,** and **February 2, 2004,** for ***Poetry*** applicants.

Applicants for any fellowship category may use on-line publications to establish up to fifty percent of their eligibility, provided that such publications have competitive selection processes and stated editorial policies.

You may not use vanity press publication or self-publication to meet the eligibility requirements. For the purposes of this category, a vanity press is defined as one that does any of the following: requires individual writers to pay for part or all of the publication costs; asks writers to buy or sell copies of the publication; publishes the work of anyone who subscribes to the publication or joins the organization through membership fees; publishes the work of anyone who buys an advertisement in the publication; or publishes work without competitive selection.

Copyright Information

By the application deadline, you must have the rights secured to translate the work that is specified in your application. See item 3(e) on page 18.

Review Criteria

In reviewing applications for Translation Projects, advisory panelists consider primarily the:

- **Artistic excellence** of the:
  - Sample translation submitted.
  - Work to be translated.

Panelists also consider the:

- **Artistic merit** of the proposed project, which includes the:
  - Importance of the proposed project.
  - Extent to which the language, the author, and the specific work are represented adequately in English translation.
  - Applicant's ability to carry out the proposed project as demonstrated by:
    - Proficiency in the language to be translated and familiarity with the culture.
    - Knowledge of and/or cooperation with the author(s) whose work will be translated.
  - Significance of the author(s) and/or the original work(s).
  - For collaborative projects, collaborators' ability to work together as exemplified by the sample manuscript that has been submitted.

Grant Amount

Grants are for $10,000 or $20,000, depending upon the artistic excellence and merit of the project.

Deadline and Announcement Dates

For FY 2004/Prose

Applications will be accepted between January 2, 2003, and February 3, 2003. Do not send applications before January 2, 2003. Complete application packages must be postmarked no later than February 3, 2003. Do not expect notification of awards and rejections before late October 2003. The Endowment's support of a project may begin any time between November 1, 2003, and November 1, 2004, and extend for up to two years.

For FY 2005/Poetry

Applications will be accepted between January 2, 2004, and February 2, 2004. Do not send applications before January 2, 2004. Complete application packages must be postmarked no later than February 2, 2004. Do not expect notification of awards and rejections before late October 2004. The Endowment's support of a project may begin any time between November 1, 2004, and November 1, 2005, and extend for up to two years.

How to Apply

Please follow carefully the instructions below. It is each applicant's responsibility to make certain that his or her application package is complete and accurate. We are unable to contact you in case of omissions or inconsistencies in your submission.

All Translation Project applicants must send the required material in one package to:

Application Processing
(Translation Projects)
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001

Be sure to include a complete return address on your package.

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Please submit material in the order and format that is noted below. **Your application package must include the required number of copies of each item** or your application will be incomplete. Late applications and applications that are determined to be incomplete will be rejected. Keep copies of everything that you send.

1. Application Acknowledgment Card and Application Checklist

Self-address and include as the first item in your application package the Application Acknowledgment Card which appears on the back cover of these guidelines. This card will be returned to you to acknowledge receipt of your application.

The guidelines on our Web site do not include the Application Acknowledgment Card. If you download guidelines, please self-address a postcard and include it with your application. The Endowment will complete the postcard and return it to you in lieu of an Application Acknowledgment Card.

Also complete the Application Checklist found on page 26 to make sure that all required material has been included in your package. This checklist is for your own use. You do not need to include it in your application package.

2. Application Form

Complete and submit the **original** (i.e., a set with original signatures) and **two copies** of the Individual Application Form which can be found on pages 22 and 24. Instructions for completing this form are on the form or on the pages opposite the form in this booklet. When you photocopy your two copies of the completed Application Form, be sure to copy only the form and not the instruction pages.

Application forms that can be filled out on a computer are available in the Literature Fellowships section of Apply for a Grant on our Web site at www.arts.gov. Application forms also may be reproduced on a computer, but they must be accurate replicas of the actual forms. Do not add pages. **All completed application forms must be mailed to the Arts Endowment in hard copy format as part of the application package.**

3. Supporting Material

Your application package must include:

a. **Four copies** of your resume or a narrative account of your education and experience (not to exceed three pages). Indicate any time that you spent in the country of the language to be translated and any previous cooperation (or commitment for future cooperation) with the author(s) of the original work, or other relevant information.

If the proposed project is a collaboration include **four copies** of the collaborator's resume or a brief narrative of credentials (three-page maximum). **Include also one copy of a co-signed statement of agreement that specifies the collaborator's role and the recognition he or she will receive for the project.**

b. **Four copies** of a brief resume or biographical information for the author(s) of the work that you wish to translate (two-page maximum).

c. **Four copies** of a brief description of the work that you wish to translate (two-page maximum). Indicate its scope, importance, and place in the author's works; and explain why you selected this author and this work. List the existing English translations of the author's work and indicate whether the

author has been translated into any languages other than English. Whenever possible, cite reviews of the original work.

d. If the proposed project is a retranslation, **four copies** of a statement justifying the need for a new translation (two-page maximum). Please include specific examples from the proposed project.

e. **One copy** of verification of rights in the form of: 1) a photocopy of the copyright notice for the original work; and 2) a photocopy of a document of consent for translation that has been signed by the holder of the copyright, or verification that the material to be translated is in the public domain.

4. Manuscript Material

Your application package must include **nine copies,** clearly reproduced, of a sample of **typescript pages** of your translation. Submit up to **20 pages** for **Prose,** or up to **10 pages** for **Poetry.** Your sample must be drawn from the same body of work that you propose to translate during the grant period.

For collaborative projects, your sample must be prepared by the collaborative team. All other samples must be independent work of the translator.

Manuscript material must be legible, clearly reproduced, and properly collated.

"Typescript" means material that has been produced by a typewriter or a "letter quality" printer. Clear photocopies of this typescript material are acceptable, but do not send onionskin copies. Photocopies from books or magazines will not be accepted. All paper should be 8-1/2" x 11"; do not use legal-sized paper. Use a 10 point or larger font. Write your name and the page number in the upper right corner of each page; staple each copy. Do not submit manuscripts in folders or binders. Do not crowd pages. Do not submit more than the maximum number of pages that are allowed; excess pages will be removed.

Include **nine copies,** clearly reproduced, of those portions of the original work which your sample translation renders. (This material may be clearly reproduced copies of the original publication.)

For retranslations, you must also include **nine copies** each, clearly reproduced and labeled, of all existing published translations of the approximate sample submitted.

For a novel, play, verse drama or an excerpt from another long work, also include **nine copies** of a one-page precis that places the manuscript sample in context.

Application material cannot be returned. Be sure to keep a copy of what you send.

5. Proof of Eligibility

Your application package **must** include proof of your eligibility. For each publication listed in #10 "Summary of Publications/ Productions" on the application form, send one clearly reproduced copy of each of the following:

a. Proof of publication (the title page or table of contents of the book or magazine). If a table of contents is used, highlight the page number on which your material begins.

b. Date of publication (the copyright page or other page with the publication date).

c. Proof of authorship (e.g., the front cover of a novel or a book of poems, the table of contents page, first or last page of translation with the translator's name).

d. If you are using the production of a play or verse drama to establish your eligibility, proof that your translation of the play was produced by a professional theater company [e.g., playbill with date(s), promotional material].

Where applicable, highlight your name as it appears on any of the above.

These copies cannot be returned; do not send originals.

Important Information About Translation Projects

The following are answers to some of the most commonly asked questions about Translation Projects.

1. In order to apply, you must meet the eligibility requirements by the deadline date. Commitments for future publication or production do not fulfill the requirements. **No exceptions are made to the eligibility requirements.**
2. You are not eligible to apply if you have received two or more Creative Writing or Translation Fellowships from the National Endowment for the Arts at any time in the past. In addition, you may not apply for a FY 2004 fellowship in **Prose** if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1994 (FY 1995). You may not apply for a FY 2005 fellowship in **Poetry** if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1995 (FY 1996).
3. Only one application is eligible per year. You may not apply for a Creative Writing Fellowship and a Translation Project in the same year.
4. We cannot accept joint applications. Translation Project fellowships are individual grants. However, you may use a translation project grant to work on a collaborative project, if your application so indicates. If you apply to work on a collaborative project, you must submit a statement of agreement that has been signed by you and your collaborator(s) and a manuscript of work by the collaborative team.
5. Projects must be for translations of published literary material from any language into English only.
6. The sample translation must be from the same body of work as the one you propose to translate during the grant period. If you are applying to translate fiction, creative nonfiction, or drama other than verse drama, you must apply under the Prose deadline of February 3, 2003. If you are applying to translate poetry, including verse drama, you must apply under the Poetry deadline of February 2, 2004.
7. Absolutely no changes or additions to the project, resumes, or manuscript will be accepted once your application has been submitted.
8. Your manuscript and resume(s) will be evaluated up to the maximum number of pages allowed. Excess pages will be removed.
9. The Internal Revenue Code provides that the full amount of a fellowship grant is taxable to its recipient. If you have any questions about your own income tax liability, you should contact the Internal Revenue Service or your tax counsel.

Please read these guidelines thoroughly before you start to prepare your application package. Failure to follow the guideline instructions or to send a complete application package, with all required material under one cover, will mean that your application will be rejected. We are unable to contact you in case of omissions or inconsistencies in your submission.

Important Information for All Applicants

What Happens to Your Application

Applications are evaluated according to the review criteria for their category as set forth in these guidelines.

After processing by Endowment staff, applications are reviewed, in closed session, by advisory panelists in the literature field. Each literature panel comprises a diverse group of arts experts and at least one knowledgeable layperson. Panel membership rotates regularly. Panel recommendations are forwarded to the National Council on the Arts, where they are reviewed in open session.

The Council makes decisions on which applications to reject. It sends forward to the Chairman of the National Endowment for the Arts those applications that it recommends for funding. The Chairman reviews the recommendations and makes the final decision on all grant awards. Applicants are then notified of funding decisions.

Applicants are welcome to attend meetings of the National Council on the Arts and open policy sessions of advisory panel meetings.

General Terms & Conditions

Federal and agency requirements that relate to grants awarded by the National Endowment for the Arts are highlighted in our *General Terms & Conditions,* which is provided to all grantees. It can be found on the Arts Endowment's Web site at www.arts.gov. Included is information on reporting requirements and lobbying prohibitions.

Standards for Service

The Arts Endowment has set the following standards for serving applicants. We pledge to:

- Treat you with courtesy and efficiency.
- Respond to inquiries and correspondence promptly.
- Provide clear and accurate information about our policies and procedures.
- Provide timely information about funding opportunities and mail available guidelines promptly.
- Promptly acknowledge the receipt of your application.
- Ensure that all eligible applications are reviewed thoughtfully and fairly.

We welcome your comments on how we're meeting these standards. Please address them to: Standards for Service Coordinator; Room 628; National Endowment for the Arts; Nancy Hanks Center; 1100 Pennsylvania Ave., NW; Washington, DC 20506-0001; phone: 202/682-5408; e-mail: webmgr@arts.endow.gov, attention: Standards for Service.

For questions about these guidelines or your application, contact the Literature staff at 202/682-5034.

Literature Fellowships

Application Forms

Individual Application
Application Checklist

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Literature Fellowship Application

Individual Application

Read the instructions on facing page before you start.

OMB No. 3135-0112
Expires 02/28/05

This is 10 point type; use type at least this large when completing this form

Is this your first application to the Arts Endowment? ☐ No ☐ Yes
If no, please check here if your name or address has changed since your last application: ☐

Have you received a federal grant before? ☐ No ☐ Yes

1. Legal Name: ☐ Mr. ☐ Ms. First: Last:

If applicable, Pen Name: ☐ Mr. ☐ Ms. First: Last:

2. Permanent Address: Present Address:

ZIP Code (9-digit number): ZIP Code (9-digit number):

3. Category under which support is requested (check one):

Fellowships for Creative Writers (5211-11)

For FY 2004: ☐ Fiction ☐ Creative Nonfiction

For FY 2005: ☐ Poetry

Translation Projects (5211-12)

For FY 2004: ☐ Prose ☐ Drama

For FY 2005: ☐ Poetry ☐ Verse Drama

Is your translation project a: ☐ Collaboration ☐ Retranslation

Specify language: _____

4. Period of Support (e.g., 02/01/04 to 06/30/05): ____ / ____ / ____ to: ____ / ____ / ____

5. Birth Date (use 2-digit numerals): ____ / ____ / ____

6. U.S. Citizenship: ☐ Yes ☐ No If Permanent Resident, Visa #: _____

7. Present Employment

Employer: Position/Occupation:

8. Certification

I certify that the information contained in this application, including all attachments and supporting material, is true and correct to the best of my knowledge. I also certify that I am in compliance with the federal requirements specified under "Assurance of Compliance" on pages 27-28.

☐ Mr. ☐ Ms. First: Last:

Signature (must agree with legal name in #1): Date:

E-mail:

Telephone: ( ) ext. Fax: ( )

Instructions for Individual Application

The following items on the form on the opposite page may require clarification.

1. Name: Applicants using pen names must list their legal name first on the application. All transactions with the Arts Endowment must be made using the legal name.

2. Address: Correspondence concerning the application process will be sent to your "Present Address." Notice of fellowship award or rejection will be sent to your "Permanent Address." You must notify us of any change in either address. If you do not know your 9-digit ZIP Code (also know as "ZIP + 4 Code") you may look it up at http://www.usps.com/zip4/.

3. Category Under Which Support is Requested: If you choose "Translation Projects," note if this is a collaborative project or a retranslation. Specify the language of the work to be translated.

4. Period of Support Requested:

Fellowships for Creative Writers: A Prose fellowship must be scheduled to begin between January 1, 2004, and January 1, 2005, and may extend up to two years. A Poetry fellowship must be scheduled to begin between January 1, 2005, and January 1, 2006, and may extend up to two years.

Translation Projects: A Prose fellowship must be scheduled to begin between November 1, 2003, and November 1, 2004, and may extend up to two years. A Poetry fellowship must be scheduled to begin between November 1, 2004, and November 1, 2005, and may extend up to two years.

NOTE: Application forms that can be filled out on a computer are available in the Literature Fellowships section of Apply for a Grant on our Web site at ***www.arts.gov.***

Individual Application (continued)

Read the instructions on facing page before you start.

OMB No. 3135-0112
Expires 02/28/05

This is 10 point type; use type at least this large when completing this form

Applicant (legal name):

9. Description of Fellowship Activity: **Complete in the space that is provided. Do not continue on additional pages.**

10. Summary of Publications/Productions to document your eligibility. Attach one additional sheet if necessary.

TITLES (UNDERLINE TITLES)	NAME OF MAGAZINE, PRESS, OR PRODUCING COMPANY (INCLUDE CITY & STATE)	PUBLICATION/PRODUCTION DATE(S) AND THE # OF PAGES

11. Education

NAME OF INSTITUTION	MAJOR AREA OF STUDY	INCLUSIVE DATES	DEGREE

12. Fellowships or grants previously awarded:

NAME OF AWARD	AREA OF STUDY	INCLUSIVE DATES	AMOUNT

13. Prizes/Honors received:

14. Membership/professional societies.

Instructions for Individual Application *(continued)*

The following items on the form on the opposite page may require clarification.

9. Description of Fellowship Activity:

Fellowships for Creative Writers: Describe how you see your work being advanced by this fellowship; this may include writing, research, travel, etc. Complete in the space that is provided. Do not continue on additional pages.

Translation Projects: Briefly describe the proposed project including author(s), title(s), language, and length of material. In addition, explain why it is important that the work be translated. Complete in the space that is provided. Do not continue on additional pages.

10. Summary of Publications/Productions to document your eligibility:

Fellowships for Creative Writers: In the space that is provided, list the specific published works that establish your eligibility. (See "Eligibility" on pages 7-8.) Note the titles, publishers, publication dates, and the number of pages of material. Please underline the titles of books. One additional page may be attached.

Translation Projects: In the space that is provided, list the specific published translations into English that establish your eligibility. (See "Eligibility" on page 15.) Note the titles, authors, publishers, the number of pages which you translated in each publication, publication dates, and the number of pages of material. Please underline the titles of books, plays, or verse drama. One additional page may be attached.

If your eligibility is based on the production of your translation of at least one full-length play or verse drama, note the title, author, producing company, location, and dates for each production.

Literature Fellowship Application

Application Checklist

Please complete the checklist below to ensure that you have included all required material in your application package. This is solely for your own use. This checklist does NOT need to be included in your application package. Incomplete applications will be rejected.

FELLOWSHIPS FOR CREATIVE WRITERS

- ☐ Application Acknowledgment Card
- ☐ Individual Application Form (one set with original signatures and two copies)

  Manuscript Material:
  - ☐ FY 2004/Prose, 20-30 pages of sample text (9 copies)
  - ☐ FY 2005/Poetry, 10 pages of poetry (9 copies)
  - ☐ Cover page (one copy)
- ☐ Proof of Eligibility for each publication listed (one copy)

TRANSLATION PROJECTS

- ☐ Application Acknowledgment Card
- ☐ Individual Application Form (one set with original signatures and two copies)
- ☐ Applicant's Resume/Narrative (4 copies)

  If a collaboration:
  - ☐ Collaborator's Resume (4 copies)
  - ☐ Co-signed Statement of Agreement (one copy)
- ☐ Resume of Author(s) to be translated (4 copies)
- ☐ Description of work to be translated (4 copies)
- ☐ If a retranslation, justification of need (4 copies)
- ☐ Verification of rights (one copy)

  Manuscript Material:
  - ☐ 10-20 page sample of your translation (9 copies)
  - ☐ Original work which your sample translation renders (9 copies)
  - ☐ For retranslations, existing translations of above sample (9 copies)
  - ☐ For an excerpt from a novel, play, verse drama, or other long work, one-page precis (9 copies)
- ☐ Proof of Eligibility for each publication listed (one copy)
  - ☐ If the production of a play or verse drama is used to establish eligibility, proof that your translation of the play was produced by a professional theater company

Assurance of Compliance

By signing the application form, the Applicant certifies that he or she is in compliance with the statutes outlined below and all related Arts Endowment regulations and will maintain records and submit the reports that are necessary to determine compliance.

1. **Nondiscrimination Statutes**
   The Applicant certifies that he or she does not discriminate:
   - On the grounds of race, color, or national origin (including limited English proficiency), in accordance with **Title VI of the Civil Rights Act of 1964,** as amended (42 U.S.C. 2000d et seq.).
   - On the grounds of disability, in accordance with **Section 504 of the Rehabilitation Act of 1973** (29 U.S.C. 794) and the **Americans with Disabilities Act of 1990** ("ADA") (42 U.S.C. 12101-12213). The ADA's requirements apply regardless of whether you receive federal funds.
   - On the basis of age, in accordance with the **Age Discrimination Act of 1975** (42 U.S.C. 6101 et seq.).
   - On the basis of sex, in any education program or activity, in accordance with **Title IX of the Education Amendments of 1972** (20 U.S.C. 1681 et seq.).

   For further information and copies of the nondiscrimination regulations identified above, contact the Endowment's Office of Civil Rights at 202/682-5454 or 202/682-5695 Voice/T.T., or link to them through our Web site at www.arts.gov. For inquiries about limited English proficiency, go to http://www.lep.gov or contact the Office of General Counsel at ogc@arts.endow.gov or 202/682-5418.

2. **Regulations relating to Debarment and Suspension** (45 C.F.R. pt. 1154) in which the Applicant certifies that he or she is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency, nor

   Has, within the three years preceding the submission of this application, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with a public (federal, state, or local) transaction or a contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; had any public transactions terminated for cause or default; or is presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the preceding offenses.

3. **Federal Debt Status** (OMB Circular A-129). The applicant certifies that he or she is not delinquent in the repayment of any federal debt, or if he or she is, provides explanatory information. Examples of relevant debt include student loans, delinquent payroll or other taxes, audit disallowances, and benefit overpayments.

4. **The Drug-Free Workplace Act of 1988** (41 U.S.C. 701 et seq. and 45 C.F.R. pt. 1154)

   The Applicant certifies that:

   a. **If awarded a grant, he or she will not engage** in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any

grant activity. (For the purposes of this Act, alcohol is not considered a controlled substance.)

b. **If convicted of a criminal drug offense** that is the result of a violation occurring during the conduct of any grant activity, he or she will report the conviction to the Arts Endowment's Grants & Contracts Officer, in writing, within ten calendar days of the conviction. This notice must include the grant number of each affected grant.

Reporting Burden

The public reporting burden for this collection of information is estimated at an average of 12 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Arts Endowment welcomes any suggestions that you might have on improving the guidelines and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Office of Guidelines & Panel Operations, Room 516, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, NW, Washington, DC 20506-0001. Note: Applicants are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.

APPLICATION ACKNOWLEDGMENT CARD

NATIONAL ENDOWMENT FOR THE ARTS

Literature Fellowships, FY 2004/2005

In all future inquiries, refer to your application number which is:

Application Number (Arts Endowment Use Only) **Date**

Cut here

Cut here

Please address the reverse side of this card to yourself. Include this card as the first item in your application package. It will be returned to you to acknowledge receipt of your application at the National Endowment for the Arts.

Printed on recycled paper.

END

05-07-03